

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Customer Service Team  
Transport for London  
4th Floor, 14 Pier Walk  
London, SE10 0ES

Dear Customer Service Team,  
Subject: Oyster Card Eligibility

I am writing to inquire about the eligibility criteria for obtaining an Oyster card for travel within London. I would like to know if I qualify for any specific discounts or concessions based on my current situation. [Briefly explain your circumstances, e.g., age, disability, student status, etc.]

I would appreciate your guidance on the necessary documentation and steps to proceed with my application.

Thank you for your assistance.

Sincerely,  
[Your Name]